



## Training at ITA



The ITA CFO Admin, [Office of Strategic Resources](#) is pleased to announce new Training opportunities for employees at ITA, including technical, professional, and management topics. Below you will find the courses available, course schedule, how to register for a course, cancellation policy and who to contact if you have any questions.

**The costs of these courses are covered by the ITA centralized training fund, so there is no direct cost to the employee or business unit. The courses will be available on a first come, first serve basis.**

### Training Opportunities:

- [Professional Writing](#) (3 Days)
- [Giving Successful Presentations](#) (3 Days)
- [Project and Team Management Workshop](#) (3 Days)
- [Getting More Done in Less Time: Time & Priority Management](#) (2 Days)
- [Communication in the Workplace](#) (2 Days)
- [Negotiating Techniques](#) (2 Days)
- [Critical Thinking for Problem Solving](#) (3 Days)
- [Leadership Skills for Non-Supervisors](#) (2 Days)
- [Mid-Career Retirement Planning Seminar](#) (2 Days)
- [Retirement Planning Seminar](#) (2 Days)
- [Firm & Industry Analysis](#) (3 Days)
- [Improving Your Managerial Effectiveness](#) (3 Days)
- [Advanced Leadership Skills and Techniques](#) (3 Days)
- [The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results](#)  
(3 Days)
- [Developing Executive Leadership](#) (3 Days)
- [Strategic Planning](#) (3 Days)

## Training Calendar:



Click [here](#) to see the training calendar.

## Registration Process:

1. Please ensure you are able to attend the entire course and have approval from your supervisor.
2. Upon receiving approval from your supervisor, e-mail Mary Tian at [Hui.Tian@mail.doc.gov](mailto:Hui.Tian@mail.doc.gov) to register. Please provide the course name(s) and the course date(s).
3. Courses are available on a first come, first serve basis. Once you submit your request to enroll, you will receive notification of your enrollment status (whether you are registered or put on the wait list).
4. Registered participants must submit an approved [SF-182](#).

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## Cancellation Policy:

Participants unable to attend should provide a minimum of a two-week notice.

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## Contact:

For more information about these courses, please contact Daniel Shaw at 202-482-1751 or [Daniel.Shaw@mail.doc.gov](mailto:Daniel.Shaw@mail.doc.gov). To register for a course, please contact Mary Tian at [Hui.Tian@mail.doc.gov](mailto:Hui.Tian@mail.doc.gov).

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## Course Details:



### Course: Professional Writing

Length: Three days: Two classroom days, the third day receive a 20 minute one-on-one coaching session

Description: This course teaches employees, supervisors and managers how to write briefing papers, business cases, emails, memos, letters, reports and other documents that are clear, concise, correct, coherent and complete. The course will be customized to ITA through an analysis of ITA written documents, samples of effective written communications at ITA, and writing samples provided by course participants. Course activities and examples will focus on international trade issues.

Upon completion of this course, participants will:

1. Write effective briefing papers, business cases, letters, memos, reports, emails and other documents.
2. Write for high ranking officials.
3. Make the purpose of the letter, memo, and email clear at the beginning of the correspondence.
4. Be able to use the specific tools of technical writing to write instructional manuals, user manuals, and other forms of technical writing.
5. Eliminate unnecessary words and phrases.
6. Ensure that grammar, punctuation, and spelling are correct.
7. Make sure all the necessary information is included.
8. Get to the point quickly and concisely.
9. Write for the audience.
10. Organize and present information logically.
11. Choose the style that conveys the appropriate tone to the reader.
12. Analyze the style of others for whom one writes and write correspondence for that person's signature.

Special Course Requirements: All participants must submit an unedited writing sample.

Dates:

October 13-15 – Open to all Employees

November 3-5 – Open to Administrative Support Professionals Only

February 2-4 - Open to all Employees

April 6-8 – Open to All Employees

Location: HCHB



## **Course: Giving Successful Presentations**

**Length:** Three Days: Two classroom days, the third day receive a 45 minute one-on-one coaching session

**Eligibility:** Open to All Employees

**Description:** Giving Successful Presentations will equip you with specific methods for holding the attention of a group and for achieving favorable results with your presentations. You will learn techniques for understanding and meeting your audience's needs, for structuring material effectively, for devising successful summaries, for moving and gesturing comfortably, and for gaining greater strength, clarity, and appeal in your voice. You will learn to use visual aids to support – not swamp – your presentations. You will learn what people like in presentations and how you can bring those features to your own talks. Finally, you will discover how you can replace your nervousness or reluctance with poise, confidence, and enthusiasm.

After completing Giving Successful Presentations, you'll be able to:

- Analyze your audience and match your presentations to their needs
- Establish and achieve precise presentation objectives
- Hold the attention of an audience and make an impact
- Organize material effectively
- Speak from notes instead of a script
- Increase the appeal of your voice and nonverbal
- Respond successfully to all question, even those intended to challenge or provoke
- Use visual aids effectively

**Dates:**

August 25-27

October 27-29

December 1-3

January 12-14

March 2-4

March 16-18

April 13-15

May 18-20

**Location:** HCHB

## Course: **Project and Team Management**

Length: Three Days



Eligibility: Open to All Employees

Description: This course is for employees, managers, and supervisors who need to plan and execute projects and programs on time, within budget, and with their objectives achieved. Learn how to plan for and execute programs and projects effectively by following a proven plan which sets the project up for success, utilizes tools and strategies to keep the project on track, builds collaborative relationships, and achieves program/project goals.

Participants will:

- Learn the do's and don'ts of preparing workable and attainable project objectives through the use of time tested project management processes.
- Work in teams to plan, create and present your own practice mini- project plans for the types of projects you execute on your job.
- Learn how to use effective program and project management tools to help manage projects.
- Receive a handbook which will help you remember and retain what you learned in class and apply it on your job.

Dates:

October 6-8

November 10-12

February 9-11

Location: HCHB

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## **Course: Getting More Done in Less Time: Time and Priority Management**



Length: Two Days

Eligibility: Open to All Employees

Description: Are you chained to your desk, with little time for yourself or those important to you? Do you walk away frustrated and stressed at the end of the day, leaving many critical tasks unfinished? This course will help you get a handle on the priorities and organization of your life. It will provide you with a system for planning, organizing, and managing your daily routine as well as major projects. We will show you how to link your activities to your organization's values and strategic objectives. This will help you work strategically with the time you have, putting first things first. You will learn how to replace clutter with organization, handle interruptions, overcome procrastination, control time-wasters, and run more productive meetings. You will also learn the eight-step planning process to bring order to life's chaos. You will walk away from the course knowing how your duties fit into global priorities and with the tools to better plan, organize, and execute your day-to-day routine. This course will not only help you accomplish your tasks at work with less wear and tear, and help you achieve a better work-life balance.

Dates:

September 9-10

October 20 -21

February 16-17

Location: HCHB

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## Course: **Communication in the Workplace**



Length: Two days

Description: This training will improve the organization's performance and foster an environment of productive, open and honest communication. It will ensure that participants communicate more effectively, manage conflict and stress and create an environment where employees are comfortable sharing information. This course will feature in-depth discussions and experiential learning activities. The objectives of this course will be to:

- Examine the importance of communication and understand how to use communication effectively to solve conflict or disagreements
- Learn how to encourage others and yourself to share your honest opinion in a comfortable environment
- Effectively prepare for a difficult conversation
- Learn how and why certain conversations are keeping you from your desired results
- Use a customized case study to demonstrate how to apply these skills

Dates:

September 17- 18 - For Supervisors and Team Leads Only

November 4-5 - Open to all Employees

January 20-21 - For Supervisors and Team Leads Only

March 10-11 - Open to all Employees

May 5-6 - For Supervisors and Team Leads Only

Location: HCHB

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## **Course: Negotiating Techniques**



Eligibility: Open to all Employees

Length: Two Days

Description: Learn to create win-win situations and improve work relationships with colleagues, employees, customers and others. Focus on issues of negotiation, including using multiple strategies, applying the no-fault formula and interest based methods, and assessing the roles of truth-telling and empathy in the negotiation process. To learn more about this course, click [here](#).

Dates: September 28 -29

Deadline: Please apply by Friday, August 14<sup>th</sup>.

Vendor: USDA Graduate School

Location: 600 Maryland Ave., S.W.  
Washington, DC 20024

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## **Course: Critical Thinking for Problem Solving**

Eligibility: Open to all Employees

Length: Three Days

Description: Professionals who want to learn methodologies for changing their ways of thinking in order to achieve breakthroughs on problems they face in the workplace. To learn more about this course, click [here](#).

Dates: August 17-19

Deadline: Please apply by Friday, August 14<sup>th</sup>.

Vendor: Management Concepts Inc. (MCI)

Location: 919 18th Street NW, Suite 800  
Washington, DC 20006

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## **Course: Leadership Skills for Non-Supervisors**



Eligibility: Open to all Employees

Length: Two Days

Description: Learn the essential skills to gain the respect and support of others. Learn to handle different personality types, delegate effectively, overcome conflict without making enemies, and build stronger, more successful teams. To learn more about this course, click [here](#).

Dates:

August 12-13

August 24 – 25

September 9 -10

September 24 -25

Deadline: Please apply by Friday, August 14<sup>th</sup>.

Vendor: USDA Graduate School

Location: 600 Maryland Ave., S.W.

Washington, DC 20024

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## **Course: Mid Career Retirement Planning Seminar**



Eligibility: FERS and TransFers Employees only with 5-15 years of service.

Length: Two Days

Description: This seminar is designed for Federal government employees (FERS and TransFers only) with 5-15 years of service who are interested in planning now for retirement.

- FERS employee: Federal employees first hired after December 31, 1983, who are subject to OASDI taxes are covered under FERS.
- FERS Transfer employee: CSRS and CSRS Offset employees who have elected to transfer to FERS upon reemployment after a break in service of >more than 3< days after 1984.

Dates: To Be Determined

Location: HCHB

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## **Course: Retirement Planning Seminar**

Eligibility: Employees within 10 years of their retirement eligibility date.

Length: Two Days

Description: A rewarding retirement does not just happen: It takes careful planning! This course will provide you with the knowledge, materials, and tools needed to make fully informed decisions about your retirement benefits and help you prepare for a successful retirement.

Dates: To Be Determined

Location: HCHB

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## **Course: Firm & Industry Analysis**



Eligibility: ITA employees who analyze industry and/or companies.

Length: Three Days

Description: The Firm and Industry Analysis training will enhance employee's understanding of key concepts and analytical tools needed to perform firm and industry analysis. Participants will be presented with a framework for analyzing an industry and companies.

Dates: To Be Determined

Location: HCHB

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## **Course: Improving Your Managerial Effectiveness**

Eligibility: All Supervisors and Team Leaders

Length: Three Days

Description: This three-day seminar is designed for mid-level and developing managers. The focus is on knowing yourself and how your behavior affects both your managerial effectiveness and the actions of your team. You'll learn the importance of team dynamics and how understanding others—their goals and values, needs and wants, comfort and stretch areas—can lead to more effective managerial effectiveness through motivation, delegation, conflict resolution and overall team performance. To learn more about this course, click [here](#).

Dates: September 9-11

Deadline: Please apply by Friday, August 14<sup>th</sup>.

Vendor: American Management Association (AMA)

Location: AMA Washington Area Center  
2345 Crystal Drive - Suite 200, Arlington, VA 22202

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## **Course: Advanced Leadership Skills and Techniques**

Eligibility: All Supervisors and Team Leaders



Length: Three Days

Description: This course is for managers and supervisors who would like to enhance their individual, team, and organizational leadership role and advance their thinking, behavior, and actions to prepare them for new leadership challenges. To learn more about this course, click [here](#).

Dates: September 21 – 23

Deadline: Please apply by Friday, August 14<sup>th</sup>.

Vendor: Management Concepts Inc. (MCI)

Location: Management Concepts Inc.  
919 18th Street NW, Suite 800  
Washington, DC 20006

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## **Course: The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results**

Eligibility: All Supervisors and Team Leaders

Length: Three days

Description: This fast-paced, results-oriented seminar is uniquely designed to strengthen your leadership communication skills. You will learn practical techniques to shape your leadership messages, hone an authentic leadership voice and engage in powerful conversations that achieve results. To learn more about this course, click [here](#).

Dates: August 31 - September 2

Deadline: Please apply by Friday, August 14<sup>th</sup>.

Vendor: American Management Association (AMA)

Location: AMA Washington Area Center  
2345 Crystal Drive - Suite 200, Arlington, VA 22202

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## Course: **Developing Executive Leadership**



Eligibility: GS 15 & SES

Length: Three Days

Description: This intensive three-day executive leadership training program combines proven-in-action techniques with peer interaction and insights from the latest research to help you master the competencies of effective executive leadership. Executive leadership training can show you how to use your power and influence to achieve goals...build alliances across departments...establish strong working relationships...and create passion in your department, your team and your organization. To learn more about this course, click [here](#).

Dates: September 16 -18

Deadline: Please apply by Friday, August 14<sup>th</sup>.

Vendor: American Management Association (AMA)

Location: AMA Washington Area Center  
2345 Crystal Drive - Suite 200, Arlington, VA 22202

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## Course: **Strategic Planning**



Eligibility: GS 15 & SES

Length: Three Days

Description: This course is designed to combine proven-by-practice methods with new insights and ideas from a wide range of current strategic thinkers. Gain a wider perspective of management practice through breakout sessions, exercises and case applications. Bring your strategic dilemmas to this program and get direction on analytical and organizational approaches. To learn more about this course, click [here](#).

Dates: August 24-26

Deadline: Please apply by Friday, August 14<sup>th</sup>.

Vendor: American Management Association (AMA)

Location: AMA Washington Area Center  
2345 Crystal Drive - Suite 200, Arlington, VA 22202

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